



UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK  
PROBATION OFFICE



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BRUCE D. VAN TASSEL  
CHIEF U.S. PROBATION OFFICER

**Vacancy Announcement #20-PO-03 (Repost)**

**Position:** Probation Services Technician  
**Location:** Albany, New York  
**Opening Date:** February 28, 2020  
**Closing Date:** Open Until Filled (Applications will be reviewed on a rolling basis, with preference given to those received by March 13, 2020.)  
**Starting Salary:** Classification Level 23 (\$35,172 - \$43,970)  
**Salary Potential:** Classification Level 24  
**Status:** Full Time Temporary (1 year & 1-day appointment. Potential of becoming permanent)  
**Target Start Date:** April 2020

The Probation Services Technician is an entry-level position which provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas. While this position is listed as temporary full time, it has the potential to become a permanent full-time position. The Probation Services Technician reports to the Team Leader. Incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people within a fast-paced working environment. Must be able to handle interruptions and changing deadlines and remain on track to complete assignments. The ability to maintain confidentiality is imperative.

**Representative Duties:** A Probation Services Technician performs duties and responsibilities such as, but not limited to the following:

1. Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized and refers persons to officers or to appropriate agencies based on the knowledge of officers' activities and office operations. Routine copying, mailing, scanning and filing will be required.
2. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Keep various logs and records up to date.
3. Observe and conduct same sex drug testing on persons under supervision in a controlled environment. In accordance with local and national policy, follows chain of custody protocol when reporting drug testing results. Sends specimens to national contract laboratory for confirmation as instructed.

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James M. Hanley Federal Building  
100 S. Clinton Street, P.O. Box 7035  
Syracuse, New York 13261  
(315) 234-8700  
Fax (315) 234-8701

James T. Foley U.S. Courthouse  
445 Broadway, Room 347  
Albany, New York 12207  
(518) 257-1700  
Fax (518) 257-1701

U.S. Courthouse & Federal Building  
15 Henry Street  
Binghamton, New York 13901  
(607) 773-3202  
Fax (607) 773-3140

U.S. Probation Office  
14 Durkee Street, Suite 110  
Plattsburgh, New York 12901  
(518) 247-4510  
Fax (518) 247-4516

4. Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices. Assist with photographing defendants/offenders and uploads into an automated case management tracking system.
5. Use of various programs/databases, including Accurint, ATLAS, CHAIRS, e-Designate, e-Justice, BOP Red Flag report, archive requests, CM/ECF and LENS.
6. Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Retrieve information from databases and generate periodic reports.
7. Performs other related duties as assigned.

**Minimum Experience and Education Requirements:**

HS Diploma with a minimum of two years of generalized office experience. Education above the high school level from an accredited institution is preferred. Applicants should have strong verbal and written communication skills; the ability to analyze work processes and problem-solving skills. Experience using automated systems and customer service skills a plus. Computer knowledge in a Microsoft Windows environment and Word experience is preferred.

**Conditions of Employment:**

Applicants must be United States citizens or eligible to work in the United States. The individual being selected for this position will be required to submit to a security background check which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the court. Electronic direct deposit of salary payments is mandatory.

**Benefits:**

- A minimum of 10 paid holidays per year.
- Paid vacation leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits.
- Optional participation in Thrift Savings Plan (401K).
- Optional participation in Federal Employees’ Health Benefits.
- Optional participation in Federal Employees’ Group Life Insurance.
- Optional participation in Federal Dental and Vision Plans.
- Optional participation in Flexible Spending Program.
- Optional participation in Commuter Benefit Program.
- Optional participation in Long-Term Care Insurance.
- Optional participation in private Long-Term Disability Plan.
- Credit for prior government service.

**Application Process and Deadline:**

Individuals interested in being considered for this position are asked to submit a letter of interest and resume by March 13, 2020 using the link to NDNY's Employment Application System located below:

[Probation Services Technician Application](#)

*If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted.** The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.*